

State of Nevada Compensation, Classification and Recruitment

Version Date: 09/18/2013

2002114 Biennial Salary Survey

Reviewed: 2/19/2003

Description: This record series administers and documents the salary survey that the Department of Personnel conducts (see NRS 284.175 #5). The files consist of: surveys, work papers, backup documents, notes, correspondence and the printed report. The printed report consists of salary comparisons for (1) all employees within the state of Nevada (public and private), (2) all Nevada employers, (3) compilations from Western States, (4) occupational study classes, (5) special survey classes and (6) a benefits comparison report.

Retention: Retain the files for six (6) calendar years from the end of the calendar year in which the study was conducted. Upon the printing of the report, transfer one copy to the State Archives.

Disposition: Permanent: Transfer to State Archives

1987022 Certification Lists

Reviewed: 4/7/1987

Description: These are the lists of eligible applicants for a position, sent to agencies for interviews and consideration for the job opening. The list is also used as a master list of eligible persons, which is maintained should the position (or a similar one) be opened again.

Retention: Retain these records for a period of three (3) calendar years from the issuance of the list.

Disposition: Destroy Securely

2002113 Class Specification History Files

Reviewed: 2/19/2003

Description: This record series administers and documents the official class specification descriptions and pay grades authorized by the Personnel Commission for employees within the State Personnel System. The files also contain the historical actions of changes to the class specifications over the years. The files may contain: official class specifications, change forms (Classification File Maintenance form), Advantage system input documentation, and recommendation statements (justification for changes made to the class specifications).

Retention: Retain for a period of five (5) calendar years from the end of the calendar year in which the classification was abolished.

Disposition: Permanent: Transfer to State Archives

2002138 Classification and Compensation Plan

Reviewed: 2/19/2003

Description: This record series is the master charts of all position classification (along with the compensation code) within the classified service of the executive branch of government as required by NRS 284.160. The files contain the actual classification plan authorized by the Personnel Commission (NRS 284.160 (4)).

Retention: Retain for a period of ten (10) calendar years from the end of the calendar year in which the classification plan was approved.

Disposition: Permanent: Transfer to State Archives

2002115 Classification Appeals

Reviewed: 2/19/2003

Description: This record series administers and documents the appeals of employees to decisions in reclassification and/or pay grade made by the Department of Personnel as found in NRS 284.165 and NAC 284.152. The documents represent the administrative hearing process and may include final hearings and decisions made by the Personnel Commission. The files may contain: Appeal of Classification - Occupational Study forms, appeal of Individual PDQ (Position Description Questionnaire) determinations, determination documents with backup material -- from the Department of Personnel and/or the Personnel Commission, administrative hearing documents, minutes of the Personnel Commission, correspondence and related documents.

Retention: Retain files for three (3) calendar years from the close or final determination of the case.

Disposition: Destroy Securely

2002139 Compensation Schedule

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Version Date: 09/18/2013

Reviewed: 2/19/2003

Description: This record series consists of the master compensation schedules that show the range of wages within each pay grade code for the classified service required by NRS 284.180. The files may contain: master compensation chart, drafts, memos, backup documentation and related correspondence.

Retention: Retain for a period of ten (10) calendar years from the end of the calendar year in which the schedule was approved.

Disposition: Permanent: Transfer to State Archives

2002140 Examination Development and Validation Files

Reviewed: 2/26/2003

Description: This record series administers and documents the research and reviews that are done to create and validate examinations used in the recruiting process conducted by the Department of Personnel. The files may contain, but is not limited to: Lists of subject matter experts, subject matter expert profiles, etc.; Copies of class specifications, lists of tasks for knowledge & skills & abilities, Job Analysis (rating process for knowledge & skills & abilities), etc; Examination evaluations with sample testing, test category analysis, examinee evaluations, item analysis of tests, charts, graphs, statistical analysis, reviews, copies of tests that have been developed, and; Related correspondence

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year in which the test resulting from them is discarded and no longer used by the Department of Personnel.

Disposition: Destroy Securely

2002141 Individual Classification Study Folders

Reviewed: 3/11/2009

Description: This record series administers and documents the process of evaluating changes needed for class specifications due to an individual's request for upgrade or reclassification as required by NRS 284.160 and NAC 284.126. The record includes but is not limited to: Copies of forms and reports with supportive material; Audit notes and workpapers, and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years after a new superseding study was reported to the Personnel Commission for action.

Disposition: Destroy

2002071 Occupational Studies

Reviewed: 3/11/2009

Description: This record series administers and documents the occupational studies conducted by the Department of Personnel in accordance with NRS 284.139 to 284.172 and NAC 284.126 to 284.152. The record may contain but is not limited to: Copies of forms and reports with supportive material; Audit notes and workpapers, and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years after a new superseding study was reported to the Personnel Commission for action.

Disposition: Destroy

1987023 Oral Examination Recordings

Reviewed: 3/11/2009

Description: This record series consists of recordings of oral examinations for a state position or advancement (See NRS 284.210 and NAC 284.329 to 284.353.

Retention: Retain these recordings for a period of two (2) calendar years from the date of the examination.

Disposition: Destroy Securely

1987024 Oral Rating Sheets

Reviewed: 3/16/1987

Description: This record series contains the rating sheets of an oral examination and the comments of the Board members pertaining to the candidate's performance.

Retention: Retain these records for a period of three (3) calendar years from the date of the test.

Disposition: Destroy Securely

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1987025 Recruitment Files

Reviewed: 4/7/1987

Description: This record series is used to document, verify, and control the application process for state positions. The files may include, but are not limited to: Lists for candidates passing, those passing below grade (GBP), scheduled for examination but did not appear (DNA), and rejected applications; Applications with associated documentation; Addendums, examination materials, schedule notices, grade notifications; Training and Experience forms, Physical Performance form; Letter to applicant (A-40), list of applicants (A-41), and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of application.

Disposition: Destroy Securely

1987026 Recruitment History Files

Reviewed: 3/16/1987

Description: This record series is a history of the process of recruiting for a specific job class, including the establishment of criteria for the position, examinations used, and pertinent notes. The records may include, but are not limited to: Copy of the job class specifications; Input from the hiring agency; Job announcements, announcement format; Applicant history sheet, chronology log sheet, examination plan, statistics and eligible lists, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of issue of the list.

Disposition: Destroy Securely